

CITY OF BURBANK

MANAGER WATER ENGINEERING/PLANNING

DEFINITION

Under general direction, to manage, supervise, coordinate, and schedule the activities of a Water Engineering and Planning section, including, but not limited to, project management, professional civil engineering work, and advance planning; plan and direct the water Capital Improvement Program; supervise, evaluate, and develop employees; oversee the construction of water mains, pumping stations, reservoirs, and other facilities; provide responsible and complex administrative support; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, supervises, directs, and coordinates water utility field and office civil engineering and planning activities, including inspection, surveying, plan checking, mapping, and record maintenance; coordinates the preparation of designs, plans, maps, specifications, and cost estimates for construction and long-range planning of utility projects; confers on interdepartmental projects; meets with governmental agencies and private organizations on engineering matters; conducts negotiations for contracts and agreements with other agencies; provides project management for projects and directs the preparation of work schedules; reviews construction costs; directs research and prepares a variety of studies and reports; recommends amendments and additions to the Rules and Regulations for Water Use; assists in budget preparation and expenditure control; confers with superiors on policies, strategies, and programs; supervises, trains, and evaluates employees; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary action as needed, up to and including termination; administers major contracts with consultants/contractors for studies, design, or construction projects; secures grants/loans with outside agencies to finance City projects; may act in the absence of the Assistant General Manager – Water Systems; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of civil and structural engineering related to municipal and/or utility surveys, plans, and utility designs; field engineering methods including surveying, inspection, and construction practices; principles and practices of sound personnel management and supervision.
- Skill in - applying the knowledge required for the position; interpersonal, written, and oral communications and presentations; designing and interpreting specifications, plans, and drawings; field engineering methods; finding engineering information sources; and making accurate engineering computations.
- Ability to – understand technical engineering questions and provide accurate information; receive assignments in general terms and plan, layout, and direct the work of engineering staff on a variety of problems; coordinate the work of a unit; resolve problems; prepare staff reports and make presentations to the utility's Board and to the City Council; attend and participate in professional group meetings; practice sound personnel management and supervision; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes but is not limited to a Bachelor of Science degree from an accredited college or university with major course work in civil engineering and seven years of professional engineering experience, including three years of supervisory and employee development experience at the level of a Senior Civil Engineer.

License & Certificate: A valid California Class "C" driver's license or equivalent at time of appointment, and registration as a Civil Engineer in the State of California or registration in another state and have the ability to become registered in California within six months of appointment through reciprocity, is required.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: A Master's degree in Civil Engineering; and/or a valid Grade III (T3) Water Treatment Operator Certificate and a Grade III (D3) Water Distribution Operator Certificate issued by the California Department of Health Services.